

1. The first step in the process is to identify the problem. This involves gathering information about the situation and the people involved.

2. The second step is to analyze the problem. This involves breaking the problem down into smaller parts and identifying the causes.

3. The third step is to develop a plan. This involves deciding on the best way to solve the problem and setting goals.

4. The fourth step is to implement the plan. This involves putting the plan into action and making changes as needed.

5. The fifth step is to evaluate the results. This involves checking to see if the problem has been solved and if the goals have been met.

6. The sixth step is to reflect on the process. This involves thinking about what worked well and what could be improved.

7. The seventh step is to share the results. This involves telling others about what you have learned and how you solved the problem.

8. The eighth step is to continue to learn. This involves staying up-to-date on new information and techniques.

9. The ninth step is to be open to feedback. This involves listening to what others have to say and using it to improve.

10. The tenth step is to be patient. This involves understanding that solving a problem can take time and effort.

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Class	Subclass	Date	Examiner

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